

Steps to Requesting Access for LAS:

To receive **Update** access to LAS:

1. Take the LAS training - <https://covlc.virginia.gov/Default.aspx>
2. Save a copy of training Module 4 quiz certificate to be handed in with your request for access.
3. Complete the Lease Accounting System (LAS) Security Access Form(S-1).
<https://www.doa.virginia.gov/forms.shtml#LeaseAccounting>
4. Complete the Lease Authorized Signatures Form (S-3)
<https://www.doa.virginia.gov/forms.shtml#LeaseAccounting>
5. Submit all 3 items to LAS@DOA.Virginia.gov
6. The User Name and Password will be sent in an encrypted email.

To receive **View only** access to LAS:

1. Complete the Lease Accounting System (LAS) Security Access Form(S-1).
<https://www.doa.virginia.gov/forms.shtml#LeaseAccounting>
2. Submit the form to LAS@DOA.Virginia.gov
3. The User Name and Password will be sent in an encrypted email.